

## Third Taxing District

2 Second Street  
P.O. Box 451  
East Norwalk, CT 06856

Tel: (203) 866-9271

Fax: (203) 866-9856

### Third Taxing District of The City of Norwalk

#### Regular Commission Meeting

**MONDAY, May 15, 2006, at 7:00 PM**

At the East Norwalk Library, 51 Van Zant Street, East Norwalk,  
Connecticut

1. Public Comment
2. Minutes of meetings of 3/20, 4/4, 4/17
3. Employee matters - executive session
4. Billboards – executive session
5. Junk pole disposal
6. 2005-06 audit
7. Memorial Day parade participation
8. Concert scheduling
9. General Manager's report and operating reports
10. Bucket truck purchase
11. Meter test set purchase
12. Diesel fuel purchase
13. *Digger truck sale*
14. Pension Plan restatement
15. Line crew staffing
16. Meeting procedure
17. General manager review
18. Electric Department pamphlet

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#### *District Commissioners*

David L. Brown  
Paul S. Coggin  
Timothy S. Plunkett

203-866-8099  
203-866-1551  
203-853-4405

Chairman  
Commissioner  
Commissioner

George E. Leary 203-866-9271

General Manager

19. Website improvements
20. Utility pole banners
21. Newsletter policy
22. Firehouse lease update
23. Project Manager update
24. Office renovation study
25. Adjourn

Agenda backup material is available at the TTD office and will be available at the meeting.

Agenda 5-15-06.doc

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**THIRD TAXING DISTRICT  
REGULAR MEETING  
MARCH 20, 2006**

**ATTENDANCE:** David Brown, Chair; Paul Coggin, Timothy Plunkett

**STAFF:** George Leary, District Manager; Attorney Simon Sumberg

**OTHERS:** Steve Orris, Diane Cece, Laurel Lindstrom, Karen Page,  
Joe Chariott, Union President; Timothy Lyons, Union Member  
Don Nelson, Clean and Green.

**CALL TO ORDER**

Chairman Brown called the meeting to order at 7:11 p.m.

Chairman Brown stated that he would like to address the issues on the agenda out of order. He also stated that he believed items #23, 24, and 25 should be handled at special meetings and item #3 should be handled in executive session.

**\*\* MR. COGGIN MOVED TO TAKE THE AGENDA ITEMS IN THE ORDER OF ITEMS #1, 2, 12, 3, AND 5 WITH THE REMAINING ITEMS TO FOLLOW AS DISCUSSED.**

**\*\* MR. BROWN SECONDED.**

**\*\* THE MOTION PASSED WITH TWO IN FAVOR (COGGIN AND PLUNKETT) AND ONE OPPOSED (BROWN).**

**1. PUBLIC COMMENT**

Ms. Cece asked the Commisisoners if they planned on suspending the rules to allow Ms. Lindstrom and Ms. Page to speak on the issue of the billboard when the Commisison was discussing it. Mr. Coggin replied that Ms. Lindstrom and Ms. Page were directly involved in the issue and that the Commissioner would most likely allow them to comment during the discussion.

Ms. Cece asked why issue of the District Counsel was going to be handled in Executive Session. Mr. Brown replied that Mr. Coggin had made some changes to the agreement which would be discussed at that time.

Ms. Lindstrom then asked for clarification about when she would be allowed to speak on the issue of the billboards. She stated that the Eastern Norwalk Neighborhood Association (ENNA) still fully supports the removal of the billboards. Mr. Coggin proceeded to review the history of the efforts to have the billboards at the East Norwalk train station and overpass removed. He also stated that he had received a letter from an attorney for Lamar threatening him with a lawsuit for interfering with a contractual

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agreement. Following this, Ms. Lindstrom informed the Commission that she had received an email on March 8th, confirming her email address from Mr. Paul Macari of Lamar Advertising which listed Ms. Lindstrom's title as "pain in the ass". Ms. Lindstrom gave a copy of this email to Mr. Brown.

Ms. Page reiterated that the ENNA fully supports the removal of the billboards.

Mr. Nelson also stated that Clean and Green supported the removal of the billboards and that Clean and Green would be interested in the landscaping done at the site after the boards were removed.

## **2. MINUTES OF 2/8, 2/21**

**\*\* MR. COGGIN MOVE TO AMEND THE AGENDA TO INCLUDE THE MINUTES OF 2/15.**

**\*\* MR. BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **February 8, 2006 Minutes**

Please make the following changes:

Page 1, paragraph 5, line 2: please change "stated that the cemetery is not part" to "stated that the Association is not part".

Page 2, Motion: please change: "February 1st meeting" to February 21st meeting."

**\*\* MR. BROWN MOVED TO ACCEPT THE MINUTES AS CORRECTED.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **February 21, 2006 Minutes**

Please make the following changes:

Page 1, Footer - Please change the date in the footer to read February 21, 2006 through out.

Page 1, Third Motion - Please change the motion from:

**\*\* MR. COGGIN MOVED TO OFFER ATTORNEY SIMON SUMBERG THE POSITION OF DISTRICT COUNSEL FOR THE THIRD TAXING DISTRICT , SUBJECT TO EXECUTION OF A RETAINER. to**

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**\*\* MR. COGGIN MOVED TO OFFER ATTORNEY SIMON SUMBERG THE POSITION OF DISTRICT COUNSEL FOR THE THIRD TAXING DISTRICT , SUBJECT TO EXECUTION OF A ENGAGEMENT LETTER SUBJECT TO THE APPROVAL OF THE COMMISSION.**

Page 2, paragraph 3, line 6: please change "that the public should be in attendance then." to "that the public is invited to attend then."

Page 5, paragraph 1 - MOTION - Please change the Motion from:

**\*\* CHAIRMAN BROWN MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS THE UNION GRIEVANCE. to**

**\*\* CHAIRMAN BROWN MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS THE UNION GRIEVANCE AS REQUESTED BY THE UNION.**

Page 5, paragraph 1, line 1 - Please change the following from:

"Mr. Plunkett reported that he had checked with Corporation Counsel and that the letter had been sent to Mr. Corsello. He stated that the situation looks promising." to

"Mr. Plunkett reported that he had checked with Corporation Counsel and that the original letter had been sent to Mr. Corsello by Attorney Dennin. A new letter was sent to the Corporation Counsel's office. Mr. Plunkett stated that the situation looks promising."

**\*\* MR. BROWN MOVED TO ACCEPT THE MINUTES OF FEBURARY 21ST AS CORRECTED**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### **February 25, 2006 Special Meeting Minutes**

**\*\* MR. COGGIN MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**\*\* MR. BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **12. BILLBOARDS**

Mr. Coggin reviewed the history of the attempt to have the billboards removed for Mr. Plunkett. Attorney Sumberg reviewed the letter from the Nutmeg Law Firm representing Lamar and stated that he would have to review the contractual agreement before giving an opinion. Mr. Brown stated that for the record, he believes that Lamar should be in attendance when the issue is discussed because both viewpoints should be represented.

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**\*\* MR. PLUNKETT MOVED TO DELAY ANY ACTION ON THE ISSUE OF THE BILLBOARDS PENDING ATTORNEY SUMBERG'S OPINION.**

**\*\* MR. BROWN SECONDED.**

**\*\* THE MOTION PASSED WITH TWO IN FAVOR (BROWN AND PLUNKETT) AND ONE ABSTENTION (COGGIN).**

Following the vote, Ms. Lindstrom commented that Lamar put pressure to leave the billboards in place on those who attended the meeting with Lamar in June 2005. Ms. Page commented that the Lamar representative had contacted her both at home and at work about the meeting they had attended. Ms. Lindstrom concurred.

Mr. Coggin began to read a resolution into the record, but on the advice of Attorney Sumberg, withdrew his resolution from consideration.

### **3. DISTRICT COUNSEL AGREEMENT**

#### **District Counsel Resignation**

**\*\* MR. COGGIN MOVED TO ACCEPT THE RESIGNATION LETTER OF ATTORNEY DENNIN EFFECTIVE AS OF JULY 2005.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* MR. BROWN MOVED TO ENTER EXECUTIVE SESSION TO DISCUSS THE LETTER OF ENGAGEMENT FOR ATTORNEY SIMON SUMBERG.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The three Commissioners along with George Leary and Attorney Sumberg went into Executive Session at 8:24 p.m. and reconvened into Public Session at 9:19 p.m.

Mr. Brown directed Attorney Sumberg to amend the agreement letter as discussed and to resubmit the engagement letter for the Commissioner's signatures.

### **5. GRIEVANCE APPEALS**

**\*\* CHAIRMAN BROWN MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS THE UNION GRIEVANCES AT THE REQUEST OF THE UNION.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The three Commissioners along with George Leary, Attorney Sumberg, Joe Chariott and Tim Lyons went into Executive Session at 9:23 p.m. and reconvened into Public Session at 10:24 p.m. Mr. Brown stated that the Commission would be asking Mr. Lyons for

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more information pertaining to his grievance. Mr. Plunkett stated that the Union and the Commission agreed to waive the timelines.

**\*\* MR. PLUNKETT MOVED TO UPHOLD GENERAL MANAGER LEARY'S DECISION TO DENY MR. CHARIOTT'S GRIEVANCE FILED ON FEBRUARY 7, 2006.**

**\*\* MR. BROWN SECONDED.**

**\*\* THE MOTION PASSED WITH TWO IN FAVOR (BROWN AND PLUNKETT) AND ONE AGAINST (COGGIN).**

**\*\* MR. PLUNKETT MOVED TO UPHOLD GENERAL MANAGER LEARY'S DECISION TO DENY MR. MITCHELL'S GRIEVANCE FILED ON FEBRUARY 7, 2006.**

**\*\* MR. BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### **4. COMMISSION MEETING PROCEDURE**

##### **Public Participation at Commission Meetings.**

Mr. Brown explained that Ms. Cece had requested that the public be given a chance to comment after the discussion of each item but before the Commissioners vote and had suggested that it be done for two meetings on a trial basis. Mr. Plunkett explained his concerns regarding this. Attorney Sumberg consulted Roberts Rules and stated that it was up to the discretion of the Chair to allow public comment after the Comment session.

Attorney Sumberg asked Ms. Cece if she felt stifled and Ms. Cece replied that in the past, she had. She stated that asking for a suspension of the rules was intimidating and commented that often the minutes did not give enough information to evaluate an issue.

**\*\* MR. BROWN MOVED TO CONTINUE THE PUBLIC COMMENT SESSION AT THE BEGINNING OF THE MEETING BUT NOT TO UNREASONABLY DENY ANYONE WHO WISHES TO ADD SOMETHING BEFORE A VOTE IS TAKEN BY THE COMMISSION, WHICH SHALL BE DONE BY ASKING FOR A SUSPENSION OF THE RULES.**

Following some further discussion, it was decided to continue with the procedure outlined in Robert's Rules.

**\*\* THE MOTION FAILED FOR LACK OF A SECOND.**

#### **17. EXPENSE REIMBURSEMENT POLICY**

Following a discussion about reimbursement policies, both Mr. Coggin and Mr. Plunkett stated that they supported a policy for the Commissioners to be reimbursed for legitimate

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business expenses. Office supplies would be documented via the receipt and mileage would be reimbursed according to the IRS rate.

### **8. CABLE REPLACEMENT CIRCUIT #8**

Mr. Leary informed the Commission that a cable had failed and needed to be replaced immediately.

**\*\* MR. COGGIN MOVED TO REPLACE CIRCUIT #8 BY AWARDED A CONTRACT TO THE LOW BIDDER, CENTRAL CONNECTICUT CABLE AT A COST NOT TO EXCEED \$32,050. IF CENTRAL CONNECTICUT CABLE IS NOT ABLE TO PERFORM, THE CONTRACT IS TO BE AWARDED TO SULLIVAN CABLE AT AT COST NOT TO EXCEED \$32,050.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **9. SUMMER INTERN**

**\*\* MR. BROWN MOVED TO APPROVE THE HIRING OF A SUMMER INTERN AT THE GENERAL MANAGER'S DISCRETION FOR THE SUMMER OF 2006.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **15. WEBSITE IMPROVEMENTS**

Mr. Leary stated that the work on the Website has been distributed.

### **10. LAWN CARE**

Mr. Orris informed the Commisison that he had sent out six quotes for fertilizing the six District parks and only received one back for \$11,000. He was asked to bring the quote to the Commission for discussion.

### **ADJOURNMENT**

Mr. Coggin suggested scheduling agenda items 22, 23 and 24 in one hour segments. Mr. Leary will work on scheduling the various parties concerned with those items. It was suggested that the Trustee Presentation be done via a written report.

**\*\* MR. BROWN MOVED TO TABLE AGENDA ITEMS # 10, 11, 14, 16, 18, 19, 20 AND 21 TO THE NEXT MEETING.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* MR. BROWN MOVED TO ADJOURN THE MEETING**

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**\*\* MR. COGGIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 11:27 p.m.

Respectfully submitted.

Sharon L. Soltes  
Telesco Secretarial Services

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**THIRD TAXING DISTRICT  
SPECIAL MEETING  
APRIL 4, 2006**

ATTENDANCE: David Brown, Chair; Paul Coggin; Timothy Plunkett

STAFF: George Leary, General Manager; Simon Sumberg, District Counsel

OTHERS: Bill Woollacott,

**EXECUTIVE SESSION – Labor Negotiations**

The Commissioners came out of Executive Session and Mr. Brown opened the public session at 9:01 p.m.

**\*\* MR. COGGIN INSTRUCTED MR. LEARY TO ELIMINATE ON-CALL  
PAY DURING LUNCH FOR EMPLOYEES AS STATED IN THE  
CONTRACT PROVISION ARTICLE 4, SECTION 1**

**\*\* MR. PLUNKETT SECONDED**

**\*\* MOTION PASSED UNANIMOUSLY**

**PENSION PLAN**

**PLAN UPDATE**

**ACTUARIAL STUDY**

Mr. Leary explained that the pension program has not changed since 1997 and since that time there have been some regulatory changes. He said that he also wanted to address some recommended changes to the plan. Mr. Woollacott explained that this plan is not subject to ERISA laws.

Mr. Brown said that it was not necessary to discuss the regulatory changes, but would like clarification on the suggested changes.

Mr. Coggin asked if any municipalities provide pension plans for their Commissions. Mr. Woollacott said that they could set up a plan for the Commissioners. A lot of cities and towns with appointed positions have defined contribution plans for their officials.

Mr. Brown said that they are in an elected position and are public servants. He said that he would not go to the public and tell them that part of their payment for electricity is going to a benefit for the Commissioners. Mr. Brown added that if Mr. Coggin had any

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questions about a pension plan for the Commissioners that he forward those questions to Mr. Leary and the rest of the Commission.

Mr. Coggin told Mr. Brown that he did not appreciate Mr. Brown's attempt to restrict his questions and comments. Mr. Brown replied that his job is to keep the agenda moving and what Mr. Coggin was asking about was not in the plan documents.

Mr. Woollacott said that the plan is to have the rules of the pension plan signed by the Commission. Mr. Coggin asked Mr. Leary why this was not brought to the Commission sooner. Mr. Leary said that there were other, more pressing issues.

The Commissioners reviewed and discussed the summary of recommended changes to the plan documents.

- \*\* MR. COGGIN MOVED TO DIRECT MR. WOOLLACOTT TO MAKE CHANGES TO THE PLAN DOCUMENTS AS RECOMMENDED BY THE COMMISSIONERS AND RETURN WITH SIGNATURE LINES FOR EACH OF THE COMMISSIONERS FOR THEIR APPROVAL**
- \*\* MR. PLUNKETT SECONDED**
- \*\* MOTION PASSED UNANIMOUSLY**

#### GASBY 43-45 FUNDING RETIREE HEALTH BENEFITS

Mr. Leary explained that when an employee retires, they are covered for life under the same medical plan they had upon retirement.

Mr. Brown asked what the benefit to the Third Taxing District would be to run a Gasby Plan. It would cost approximately \$5,000 to do an analysis of the amount it would cost to pre-fund retiree health benefits.

#### OTHER BUSINESS

- \*\* MR. BROWN MOVED TO TABLE ITEMS 5 – 17 TO THE NEXT MEETING**
- \*\* MR. COGGIN SECONDED**
- \*\* MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 10:08 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Services

Third Taxing District  
Special Meeting  
April 3, 2006  
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**THIRD TAXING DISTRICT  
REGULAR MEETING  
APRIL 17, 2006**

**ATTENDANCE:** David Brown, Chairman; Timothy Plunkett.

**STAFF:** George Leary, District Manager.

**OTHERS:** Stephen Orris; James Cunningham; Jack Goncalves; Paul Macari; Christopher Burr.

**CALL TO ORDER**

Mr. Brown called the meeting to order at 7:03 p.m.

Mr. Plunkett suggested tabling several of the agenda items. Mr. Brown agreed.

**\*\* MR. BROWN MOTIONED TO HEAR AGENDA ITEMS 1, 2, 3, 5, 7 AND 16; ALL OTHERS TO BE TABLED UNTIL THE NEXT MEETING.**

**\*\* MR. PLUNKETT SECONDED.**

**\*\* MOTION PASSED UNANIMOUSLY.**

**1. PUBLIC COMMENT**

Mr. Jack Goncalves addressed the Commissioners regarding the proposed removal of the billboard at the East Norwalk railroad station. Mr. Goncalves was the real estate leasing manager for the billboard. Mr. James Cunningham stated that he has had billboards on his building since the 1950s and in all that time only one or two people made an issue out of the billboards. He said no one has ever made an issue out of the billboard at the railroad station and no one has ever complained about the signs. It is a private business arrangement on private property. He stated the Third Taxing District has no authority over private property, and if they start to get involved with private property issues, where do you draw the line? Mr. Brown stated that this should be discussed when Simon Sumberg attends the meeting. Mr. Macari said they have put up latticework, cleaned up the area around the billboards, and done it without any quid pro quo. He said he would be happy to come back and discuss it at another meeting.

Mr. Plunkett recommended switching items #7 and #16 to second and third on the agenda. Mr. Brown agreed.

## **2. MINUTES**

### **Minutes of March 20, 2006 meeting**

- \*\* MR. BROWN MOTIONED TO TABLE THE MINUTES OF MARCH 20, 2006 TO THE NEXT MEETING.**
- \*\* MR. PLUNKETT SECONDED.**
- \*\* MOTION PASSED UNANIMOUSLY.**

## **7. LAWN CARE**

Mr. Stephen Orris presented figures outlining bids he received on lawn care for the six parks in East Norwalk, including the Ludlow monument and adjacent area; Constitution Park; Ludlow Park (opposite cemetery); Shay's monument; the Third Taxing District headquarters; and the East Norwalk Cemetery. There was a discussion between Mr. Orris and the Commissioners regarding the figures Mr. Orris presented. Mr. Brown asked if Mr. Orris had spoken with Mr. O'Boy to inform him that they were dissatisfied with his work, and questioned the charges Mr. O'Boy presented for fertilizing the area. Mr. Leary said the area was mostly weeds and no grass. Mr. Orris asked if the Commissioners wanted to keep Mr. O'Boy on the job or find someone else at an increase of \$5,000. Mr. Plunkett said the question was do the electors care to pay an additional \$5,000 to maintain the grass, and his instinct was no. A lengthy discussion followed.

Mr. Plunkett said he was more concerned about keeping the area trimmed and neat. Mr. Leary said they can have Mr. O'Boy do a better job. Mr. Plunkett recommended that Mr. Orris keep watch over Mr. O'Boy when he was working to assure that he does a better job. Mr. Orris said he will continue to seek other quotes for lawn care and get back to the Commission with them. Mr. Plunkett suggested he try to find at least one quote from someone who uses organic products, and recommended Mr. Orris develop a separate contract for mowing apart from the fertilizing and other work.

Until a lower bidder can be found, Mr. Brown and Mr. Plunkett agreed to continue with Mr. O'Boy's contract as already enforced.

Mr. Orris stated that tomorrow the ramp of the firehouse will be taken out and an entirely new apron will be created. He said the firefighters have agreed to use a different entrance and exit while this goes on, and the fire truck will be parked in an alternate location. He said they can't put the engine back before Monday. They will do the pour on Wednesday or Thursday and then it has to harden.

Mr. Orris said the gas boiler will be delivered on Friday and will be put downstairs. The actual piping and installation will be completed first. He said the gas boiler is replacing the oil furnace and as soon as the gas boiler is functioning normally they will remove the oil tanks. The oil delivery to the library has been stopped and the oil from the tank will be removed and put into

**Third Taxing District**

**Regular Meeting**

**April 17, 2006**

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the library tank. He said that any extra oil that can't go into the library tank could be delivered to N.E.O.N. or some other poor person in East Norwalk.

Mr. Plunkett suggested possibly donating the extra oil to a church, Malta House or some other organization like that instead of giving it to an individual family. He said he would rather see it go to something that serves the entire community. Mr. Brown said they should fill their tank with everything that it will take, and then give the excess, if any, to N.E.O.N. and let them decide how best to dispose of it. Mr. Orris said he will bring his figures to the May meeting and they can discuss what to do with any excess oil at that time.

### **3. GRIEVANCE APPEALS – LYONS, MITCHELL**

Mr. Leary's recommendation is to deny Mr. Lyons' grievance. He said the Gaylord Hospital report is not contradicted and that there is a 1% disability for one thing, and a 3% disability for something else. Mr. Plunkett said he hasn't seen anything to indicate that Mr. Leary's warning to Mr. Lyons was factually correct, or if there was a reason for the warning. He said that on March 20, 2001, Mr. Tenore and Mr. Chariott did a time study, and the longest anything takes is four hours.

**\*\* MR. BROWN MOTIONED TO UPHOLD THE GENERAL MANAGER'S  
WARNING TO MR. LYONS.  
\*\* MR. PLUNKETT SECONDED.  
\*\* MOTION PASSED UNANIMOUSLY.**

Mr. Brown said that the Mitchell grievance decision has been made on April 11, 2006 but that he would motion to uphold the general manager's position on the Mitchell decision if they were going to take action on it. No action was taken.

### **5. LINE CREW STAFFING**

Mr. Leary said he had asked Bill Rudeman if he knew of anyone who might be interested in taking this on. He said when he asked to have this item put on the agenda he thought he would have a recommendation, but he did not.

No action was taken on this item.

### **4. GENERAL MANAGER'S REPORT AND OPERATING REPORTS**

Mr. Leary reported that the CBIA will be doing sexual harassment training tomorrow. The financial statement shows that they are doing very, very well although January was a bad month because it was warm, but it seemed to even out from there.

**a) Headstone Restoration**

Mr. Chris Burr reported that he has received several price quotes for headstone restoration and presented them to the Commissioners. He said there is \$7,000 in the budget for headstone restoration. The quotes for restoration would be based on how much it would cost to cut down the trees in the area. Mr. Burr said no vote would be needed since the cost was under \$5,000. There was a brief discussion regarding the trees in the East Norwalk Cemetery that were to be cut down.

**ADJOURNMENT**

**\*\* MR. BROWN MOTIONED TO ADJOURN THE MEETING.**  
**\*\* MR. PLUNKETT SECONDED.**  
**\*\* MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Linda J. Hayes  
Telesco Secretarial Services

**16. PROJECT MANAGER UPDATE**

# Memorandum

## Third Taxing District

### Electric Department

**To:** Commission

**From:** G. E. Leary

**Date:** May 9, 2006

**Subject:** 2006 Audit

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A proposal from our current auditors, Hope & Hernandez, to conduct our 2006 audit is attached. Given the desirability of retaining the current auditors, the very modest increase in fees and their promise to have a draft by 10/31/06 it is recommended that this engagement letter be accepted.

It is recommended that the Commission **vote to accept the Hope & Hernandez, P.C. engagement letter dated April 17, 2006 with a fee of \$17,500.**





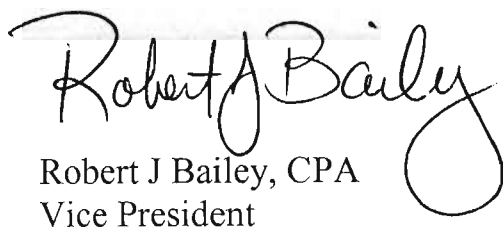
April 17, 2006

Mr. George E. Leary  
General Manager  
Third Taxing District  
Two Second Street  
P.O. Box 451  
Norwalk, CT 06856

Dear Mr. Leary:

Enclosed please find our engagement letter for the District's audit for the year ending June 30, 2006. Please note that our fee for the fiscal 2006 audit will be \$17,500. This constitutes a 3.2% increase from our 2005 fee in order to help offset increased health insurance costs. Please also note that this is the first increase in our fee which remained constant for 2003, 2004 and 2005. Indeed our \$17,500 fee for 2006 is \$6,500 less than the nearest bid you received in 2003. We have enjoyed fulfilling your audit needs and hope to continue serving the District in the future.

Sincerely,

  
Robert J Bailey, CPA  
Vice President



April 17, 2006

Thomas J. Fenton, Jr. CPA

Charles J. Rubertino, CPA

Robert J. Bailey, CPA

Vivian M. Rodriguez

Mr. George E. Leary  
General Manager  
Third Taxing District  
Two Second Street  
P.O. Box 451  
Norwalk, CT 06856

**ENGAGEMENT LETTER FOR THE YEAR ENDING  
JUNE 30, 2006**

Dear Mr. Leary:

We are pleased to confirm our understanding of the services we are to provide for the Third Taxing District of the City of Norwalk, Connecticut for the year ending June 30, 2006. We will audit the general purpose financial statements of the Third Taxing District of the City of Norwalk, Connecticut as of and for the year ending June 30, 2006. Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements:

1. Management's Discussion and Analysis
2. Schedule of Utility Plant
3. Schedule of Various Operating Expenses
4. Schedule of Various Administrative Expenses

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your general purpose financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the general purpose financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Mr. George E. Leary  
General Manager  
Third Taxing District  
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#### Management Responsibilities

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the general purpose financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Third Taxing District of the City of Norwalk, Connecticut involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

#### Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgement about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct effect on the general purpose financial statements. However, we will inform you, of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that come to our

Mr. George E. Leary  
General Manager  
Third Taxing District  
Page -3-

#### Audit Procedures - General - Continued

attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

#### Audit Procedures - Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing and extent of our auditing procedures for the purpose of expressing our opinion on the Third Taxing District of the City of Norwalk, Connecticut's general purpose financial statements.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. We will also inform you of any non-reportable conditions or other matters involving internal control, if any.

#### Audit Administration, Fees

We understand that your employees will locate all information selected by us for testing.

The workpapers for this engagement are the property of Hope & Hernandez, P.C. and constitute confidential information. However, we may be requested to make certain workpapers available to a cognizant agency pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of Hope & Hernandez, P.C., personnel. Furthermore, upon request, we may provide copies of selected workpapers to the cognizant agency. The cognizant agency may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Mr. George E. Leary  
General Manager  
Third Taxing District

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Audit Administration, Fees - Continued

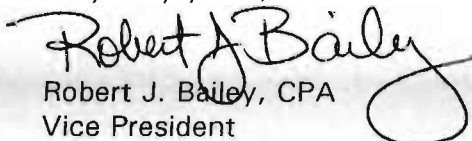
The workpapers for this engagement will be retained for a minimum of three years after the date the auditor's report is issued or for any additional period requested by the cognizant agency.

Our fees for the audit for the year ending June 30, 2006 will be \$17,500. Our fees for other special auditing, accounting services or consulting services will be at the rate of \$60 per hour plus expenses.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to the Third Taxing District of the City of Norwalk, Connecticut and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

  
Robert J. Bailey, CPA  
Vice President

**RESPONSE:**

This letter correctly sets forth the understanding of the Third Taxing District of the City of Norwalk, Connecticut.

By: \_\_\_\_\_

Title: General Manager



## Open House

### Thursday, May 11 at 7p.m.

Please join us!

Experience Fatima's warm, family-oriented environment.  
Meet the Principal, teachers, parents and students.

Our Lady of Fatima Middle School is an accredited, competitive school that provides a child-centered education of academic excellence based on Catholic principles and traditional Christian values.

After-school program is available.

We are accepting registrations for limited class space.  
Financial aid is available.

Our Lady of Fatima School  
225 Danbury Road  
Wilton, CT 06897

For more information,  
please call 762-8100,  
or visit our website  
@ [olfrs.org](http://olfrs.org).

## NORWALK VETERANS MEMORIAL COMMITTEE

### Memorial Day Parade Application

This is the official application for schools, organizations, churches, etc., to use to request placement in the annual **Norwalk Memorial Day Parade on Monday, May 29, 2006**. Marshaling time is 8:00 a.m. in Veterans Park. The parade will start promptly at 9:00 a.m. and march to the reviewing stand at City Hall before dispersing at the Town Green. Norwalk Veterans Memorial Committee rules: No electronic music; no advertising; each unit must have an American flag. The committee reserves the right to place participants or to deny applicants permission to participate.

**Parade Theme: "Honor Our Veterans—Support Our Troops."**

**Organization applying:** THIRD TAXING DISTRICT

**Number of marchers/vehicles:** 1 Commissioner  
RIDERS 1 PICK UP

**Person in charge/phone/e-mail:** DAVID BROWN 866-8095

Mail this application to the Norwalk Veterans Memorial Committee, Post Office Box 12, Belden Station, Norwalk, CT 06851. Attach a description of your organization (50 words or less) for use by the PA announcer to use as your unit passes the reviewing stand.

ALL IV.

Mom,

Our relaxing,  
something for  
relaxing body



WEB

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20

## The Third Taxing District

The Third Taxing District encompasses all of East Norwalk. It is governed by a Board of 3 Commissioners elected by the residents to a 6 year term. The district operates an Electrical Department that belongs to the Connecticut Municipal Electric Companies to provide low cost electricity to the residents. The District maintains many mini parks, a historical cemetery, and The East Norwalk Library.

# Memorandum

## Third Taxing District

### Electric Department

**To:** Commission

**From:** G E Leary

**Date:** May 15, 2006

**Subject:** General Manager's Report

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**Harassment Prevention Training** – Harassment prevention training was successfully completed April 18<sup>th</sup> using CBIA counsel as the trainer.

**Legislation** – Legislation has been passed that will reduce the gross receipts tax on our electric bills effective July 1, 2006. CMEEC has estimated that this change will reduce our tax liability by as much as \$200,000 per year.

**Conservation** – CMEEC is in the process of implementing conservation programs. To this end they have employed an individual with an excellent background who will assist our customers and provide staff support for TTD.

Lighting catalogs were mailed to all TTD customers in late April offering discounts on fluorescent lighting fixtures.

Lighting audits were done on the Library and Office/garage. Free lighting audits are available to all commercial customers.

We are working with one of our largest customers to assist in a comprehensive energy conservation program on his property. The lighting audit has been done and arrangements are being made for an audit of the HVAC equipment.

CMEEC is developing a zero interest loan program to finance capital-intensive projects with longer paybacks. This large customer may be a candidate for the loan program.

**Bank Accounts** – We have successfully negotiated an arrangement with Patriot Bank that will pay us greater interest on our deposits and allow us to consolidate several of our accounts. The interest rate is sufficiently attractive that we may discontinue the monthly deposits into the Capital Improvement Fund and/or place a portion of the fund into a certificate of deposit.



**115 KV Substation** – CMEEC has commissioned an estimate of the cost of a joint TTD SNEW 115 KV substation. The estimate is under seven million dollars excluding engineering and land acquisition. CMEEC has also made progress on an alternative contract arrangement with NU for local facilities. This will allow us to compare the two alternatives and arrive at a strategy for our tie to the transmission grid.

**Construction Projects –Firehouse** - the apron replacement and wall replacement are complete and look great. The boiler replacement is in progress and the oil tank removal will follow. Driveway paving will be done after July 1<sup>st</sup>.

**Office** – Boiler replacement and tank removal are pending. Parking lot repairs will follow the oil tank removal. Major repairs are needed to stabilize the seawall. Steve is working on estimates and permitting.

**Cemetery** – The first phase of the headstone restoration project is complete. The next phase will be undertaken after July 1<sup>st</sup>. Steve is soliciting estimates on tooling a portion of the wall.

**Library** – Bids are in for lighting replacement and are being solicited for the sidewalk replacement. Both of these projects will be done after July 1<sup>st</sup>.

# Third Taxing District Profit & Loss Prev Year Comparison July 2005 through April 2006

	Jul '05 - Apr 06	Jul '04 - Apr 05	\$ Change
<b>Ordinary Income/Expense</b>			
Income			
440-00 · Residential Sales	2,506,896.13	2,425,184.68	81,711.45
442-01 · Large Commercial Sales	557,345.39	558,449.36	-1,103.97
442-02 · Small Commercial Sales	1,805,769.01	1,600,541.09	205,227.92
445-01 · Water Pollutn Contrl Pmt Sales	582,333.83	581,667.56	666.27
445-02 · Flat Rate	64,389.90	66,329.22	-1,939.32
451-00 · Miscellaneous Service Revenue	-21,740.04	43,526.78	-65,266.82
557-00 · Fuel Adj Cost Passed Through	1,881,771.54	714,654.32	1,167,117.22
Total Income	7,376,765.76	5,990,353.01	1,386,412.75
Cost of Goods Sold			
555-00 · Electrical Power Purchased	5,113,657.99	3,880,398.78	1,233,259.21
Total COGS	5,113,657.99	3,880,398.78	1,233,259.21
Gross Profit	2,263,107.77	2,109,954.23	153,153.54
Expense			
403-00 · Depreciation Expense	453,410.60	385,666.72	67,743.88
408-00 · Taxes	297,581.43	234,253.56	63,327.87
540-00 · Other Power Generation Expense	34,388.44	0.00	34,388.44
580-00 · Distribution Expenses	98,315.45	137,949.15	-39,633.70
590-00 · Maintenance Expenses	319,347.38	330,054.94	-10,707.56
900-00 · Customer Accounts & Service	235,390.84	230,294.49	5,096.35
920-00 · Administrative Expenses	933,181.49	953,822.99	-20,641.50
927-00 · Warranty Expense - Generators	1,417.50	0.00	1,417.50
980-00 · General Community Expenses	0.00	0.00	0.00
Total Expense	2,373,033.13	2,272,041.85	100,991.28
Net Ordinary Income	-109,925.36	-162,087.62	52,162.26
<b>Other Income/Expense</b>			
Other Income			
418-00 · Dividends	911.43	890.00	21.43
419-00 · Interest Income	75,188.29	63,043.85	12,144.44
420-00 · Gain/(Loss) on Investments	-41,763.74	-19,086.16	-22,677.58
421-00 · Norden Project Income	728,490.07	340,702.00	387,788.07
422-00 · Load Shed Capacity Revenue	115,508.86	78,761.45	36,747.41
423-00 · Gain/(Loss) from Sale of FA	0.00	2,000.00	-2,000.00
Total Other Income	878,334.91	466,311.14	412,023.77
Other Expense			
990-00 · Miscellaneous items	0.00	36.85	-36.85
999-00 · Miscellaneous Unknown	0.00	0.00	0.00
Total Other Expense	0.00	36.85	-36.85
Net Other Income	878,334.91	466,274.29	412,060.62
Net Income before Rate Stabilization	768,409.55	304,186.67	464,222.88
Rate Stabilization	266,141.17	26,210.91	239,930.26
Net Income	1,034,550.72	330,397.58	704,153.14

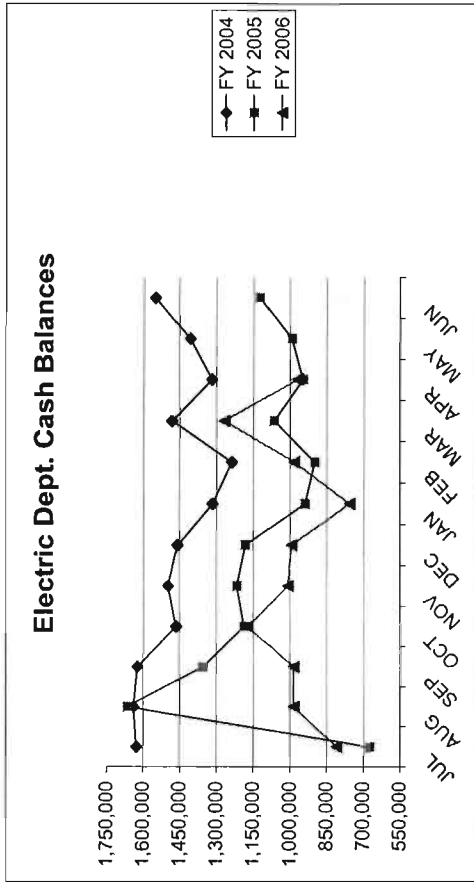
# Third Taxing District

## Profit & Loss Prev Year Comparison

April 2006

	Apr 06	Apr 05	\$ Change
<b>Ordinary Income/Expense</b>			
Income			
440-00 · Residential Sales	208,129.74	254,313.37	-46,183.63
442-01 · Large Commercial Sales	51,618.88	52,739.01	-1,120.13
442-02 · Small Commercial Sales	164,257.34	158,885.81	5,371.53
445-01 · Water Pollutn Contrl Pnt Sales	57,261.17	56,658.61	602.56
445-02 · Flat Rate	6,495.41	6,448.01	47.40
451-00 · Miscellaneous Service Revenue	-2,251.29	55.66	-2,306.95
557-00 · Fuel Adj Cost Passed Through	228,255.72	115,167.96	113,087.76
<b>Total Income</b>	<b>713,766.97</b>	<b>644,268.43</b>	<b>69,498.54</b>
Cost of Goods Sold			
555-00 · Electrical Power Purchased	556,769.90	457,363.13	99,406.77
<b>Total COGS</b>	<b>556,769.90</b>	<b>457,363.13</b>	<b>99,406.77</b>
<b>Gross Profit</b>	<b>156,997.07</b>	<b>186,905.30</b>	<b>-29,908.23</b>
Expense			
403-00 · Depreciation Expense	45,341.06	46,941.76	-1,600.70
408-00 · Taxes	112,636.71	91,196.97	21,439.74
540-00 · Other Power Generation Expense	74.54	0.00	74.54
580-00 · Distribution Expenses	11,979.70	13,082.70	-1,103.00
590-00 · Maintenance Expenses	20,838.34	48,051.68	-27,213.34
900-00 · Customer Accounts & Service	24,496.15	24,501.09	-4.94
920-00 · Administrative Expenses	89,091.08	91,353.25	-2,262.17
927-00 · Warranty Expense - Generators	283.50	0.00	283.50
<b>Total Expense</b>	<b>304,741.08</b>	<b>315,127.45</b>	<b>-10,386.37</b>
<b>Net Ordinary Income</b>	<b>-147,744.01</b>	<b>-128,222.15</b>	<b>-19,521.86</b>
<b>Other Income/Expense</b>			
Other Income			
418-00 · Dividends	109.84	98.91	10.93
419-00 · Interest Income	2,997.01	4,117.90	-1,120.89
420-00 · Gain/(Loss) on Investments	-637.75	10,224.25	-10,862.00
421-00 · Norden Project Income	71,573.70	70,580.00	993.70
422-00 · Load Shed Capacity Revenue	11,415.52	11,435.05	-19.53
<b>Total Other Income</b>	<b>85,458.32</b>	<b>96,456.11</b>	<b>-10,997.79</b>
Other Expense			
999-00 · Miscellaneous Unknown	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>85,458.32</b>	<b>96,456.11</b>	<b>-10,997.79</b>
<b>Net Income before Rate Stabilization</b>	<b>-62,285.69</b>	<b>-31,766.04</b>	<b>-30,519.65</b>
<b>Rate Stabilization</b>	<b>42,549.19</b>	<b>19,463.95</b>	<b>23,085.24</b>
<b>Net Income</b>	<b>-19,736.50</b>	<b>-12,302.09</b>	<b>-7,434.41</b>

TTD ACCOUNT BALANCES END OF MONTH - ELECTRIC



\*Interest Rates (APY)  
 PATRIOT/DEPOSITORY 4.8%  
 PATRIOT/RESERVE 1.2%  
 PATRIOT/PAYROLL 4.8%  
 PATRIOT/OPERATING 4.8%  
 PATRIOT/SEC MM 1.2%  
 PATRIOT/SEC NOW 4.8%

\*As of 5/5/06

CASH BALANCES FY 2004												
ACCTS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
OPERATING ACCT	1,627,732	1,637,504	1,621,675	1,463,479	1,495,704	1,458,893	1,316,172	1,236,701	1,481,016	1,318,763	1,406,710	1,548,651
TOTALS	1,627,732	1,637,504	1,621,675	1,463,479	1,495,704	1,458,893	1,316,172	1,236,701	1,481,016	1,318,763	1,406,710	1,548,651
CASH BALANCES FY 2005												
ACCTS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
OPERATING ACCT	673,947	1,663,868	1,353,941	1,186,704	1,215,645	1,181,107	938,676	899,163	978,652	842,432	873,018	987,641
CAPITAL BUDGET BALANCE EST	0	0	0	0	0	0	0	0	87,345	104,464	119,711	135,268
TOTALS	673,947	1,663,868	1,353,941	1,186,704	1,215,645	1,181,107	938,676	899,163	1,065,997	946,896	992,729	1,122,909
CASH BALANCES FY 2006												
ACCTS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN
OPERATING ACCT	640,617	813,074	798,582	967,567	796,050	782,707	515,309	721,363	979,515	651,802	0	0
CAPITAL BUDGET BALANCE EST	168,362	171,454	186,235	203,503	211,987	211,383	239,011	261,201	287,648	316,064	0	0
TOTALS	808,979	984,528	984,817	1,171,170	1,008,038	994,090	754,319	982,564	1,267,163	967,865	0	0

\*Unreconciled balances

# TTD ACCOUNT BALANCES END OF MONTH - ELECTRIC

## CASH BALANCES FY 2006

ACCTS	JUL	AUG	SEP	OCT	NOV	DEC	*JAN	*FEB	*MAR	*APR	MAY	JUN
<b>Operating &amp; Capital</b>												
FN1 PATRIOT/DEPOSITORY	23,440	144,987	4,225	341,555	133,058	26,332	195,706	232,518	31,647	35,776	0	0
FN2 PATRIOT/RESERVE	713,500	823,364	959,340	813,997	862,900	953,142	527,939	714,526	1,211,312	900,606	0	0
FN3 PATRIOT/OPERATING	(1,806)	7,893	7,893	7,958	5,079	5,888	16,504	19,071	19,302	19,548	0	0
FN4 PATRIOT/PAYROLL	73,846	8,338	13,359	7,660	7,001	8,728	14,170	16,450	4,902	11,935	0	0
<i>Other</i>												
FN5 PATRIOT/SEC NOW	50,671	50,694	50,717	6,170	6,022	6,027	6,032	6,036	6,330	6,174	0	0
FN6 PATRIOT/SEC MM	285,370	287,414	288,287	313,441	315,022	321,289	320,159	318,795	323,396	323,059	0	0
FN7 PATRIOT/DIST NOW	26,010	26,023	19,434	9,444	14,874	14,881	14,890	15,370	15,377	15,377	0	0
FN8 PATRIOT/DIST MM	32,955	11,872	8,558	53,121	39,716	27,231	64,447	58,199	41,617	77,839	0	0
FN9 PENSION FUND ESTIMATE	1,619,380	1,619,380	1,619,380	1,640,067	1,640,067	1,640,067	1,649,754	1,649,754	1,649,754	1,650,683	0	0
FN10 FAIRFIELD COUNTY BANK - PENSION CHECKING	9,489	9,128	9,495	9,498	9,500	9,502	9,505	9,751	9,522	10,244	0	0
FN11 RESERVE FOR CATASTROPHIC IMPROV & CAP REPLACEMENT EST	2,175,215	2,235,499	2,265,166	2,297,980	2,350,534	2,401,156	2,442,817	2,489,570	2,528,710	2,560,000	0	0
BOND PAYMENT & RATE STABILIZATION YTD EST - CMEEC EST	3,337,159	3,342,441	3,324,907	3,355,202	3,395,756	3,600,492	3,613,559	3,597,131	3,648,465	3,697,014	0	0
OUTSTANDING DEBT SERVICE EST - CMEEC	3,830,011	3,804,616	3,782,696	3,749,129	3,713,304	3,638,494	3,608,756	3,593,756	3,583,756	3,578,256	0	0
FN12 ECONOMIC DEVELOPMENT FUND EST - CMEEC	73,697	78,266	81,972	85,517	86,495	87,751	89,348	90,348	92,048	93,045	0	0
ENERGY EFFICIENCY & ENVIRON EST - CMEEC	38,640	45,892	51,762	56,955	62,163	66,907	66,794	73,112	78,237	82,993	0	0

\*Estimate

FN1	Depository Account - The Electric Department's low interest Now Account that receives daily deposits from customer's bill payments and transfers monies into the Reserve Account two times a week. This account is proprietary to receiving bill payments and transfers from the Reserve Account only.	FN7	District Now Account - The Third Taxing District's check writing account is a low interest account that accepts weekly transfers from the District Money Market Account to pay one week's District accounts payable expenses. This account is proprietary to District bill payments and receiving transfers from the District Money Market Account only.
FN2	Reserve Account - The Electric Department's high interest rate Money Market Account that is used to receive and hold deposits from the Depository Account. Transfers from the Depository Account are received two times a week. Transfers are made weekly out of the Reserve Account into the Operating Account and the Payroll Account, as the funds are needed. Because this is a high interest bearing account there can only be six transfers per month. This account is proprietary to holding operating funds at a high interest rate for later disbursement only.	FN8	District Money Market Account - The Electric Department's high interest rate Money Market Account that receives quarterly transfers from the Reserve Account, through the Operating Account. Funds are transferred weekly, as needed, to pay the District's weekly accounts payable expenses, as allocated by the rate payers' approval at the Annual Meeting. This account is proprietary to receiving quarterly transfers from the Reserve Account and making transfers to the District Now Account only.
FN3	Operating Account - The Electric Department's check writing account is a low interest Now Account that accepts weekly transfers from the Reserve Account to pay one week's accounts payable. This account is proprietary to bill payments and receiving transfers from the Reserve Account only.	FN9	Pension Plan Trust Account - Investment account that receives a monthly transfer from the Electric Department to fund the plan. There is a monthly Electronics Fund Transfer made to Fairfield County Bank to cover the Monthly checks paid to the Retirees.
FN4	Payroll Account - The Electric Department's payroll check writing account is a low interest Now Account that accepts monthly transfers from the Reserve Account to cover the estimated payroll expenses for the month. This account is proprietary to paying payroll and receiving transfers from the Reserve Account only.	FN10	Fairfield County Bank Retirees Pension Account - A low interest Now Account used to write the monthly pension checks to the retirees. It is funded by a monthly Electronic Transfer in the total amount of the monthly checks. This is the sole purpose for this account.
FN5	Security Deposit Now Account - The Electric Department's check writing account that receives transfers from the Security Deposit Reserve Account. This account is proprietary to receiving transfers from the Security Deposit Reserve Account, and making security deposit payments to customers only.	FN11	Capital Improvements Account - Investment Account designated for capital improvements as directed by vote of the Commissioners. Funds withdrawn from this account as start up costs for the Norden Generation Project are currently being repaid by means of a monthly payment as directed by a repayment schedule, as approved by the Commission.
FN6	Security Deposit Money Market Account - The Electric Department's high interest rate Money Market Account that is used to receive and hold deposits from the customers. Transfers are made weekly out of the Security Reserve Account into the Security Deposit Now Account as the funds are needed. This account is proprietary to holding operating funds at a high interest rate for later transfer to the Security Deposit Now Account.	FN12	Economic Development Fund (CMEEC) - Represents interest on the Debt principal not "covered" by amounts on deposit in the Member's Rate Stabilization Fund.

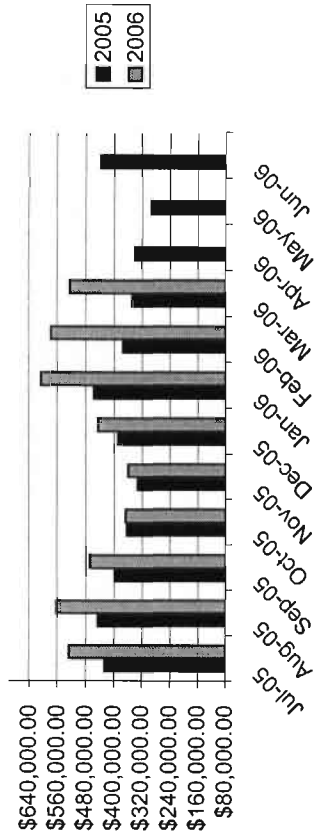
# TTD Electric Department Power Supply Report April 2006

	Last Fiscal Year		Current Fiscal Year		Change From Last Period		
	Month	Year To Date	Month	Year To Date	Month Change	Change %	YTD Change
<b>Demand MW</b>	9.956	113.388	8.567	117.686	-1.389	-0.140	4.298
<b>Energy MWH</b>	4,666.022	57,192.862	4,614.880	58,242.479	-51.142	-1.1%	1,049.617
<b>Energy Cost</b>	\$348,368.16	\$3,535,991.63	\$526,258.91	\$4,439,791.87	\$177,890.75	51.1%	\$903,800.25
<b>Budget Energy Cost</b>			\$546,854.00	\$4,020,773.58			25.6%
<b>Energy Cost Cents/KWH</b>		6.732		8.279			Through March

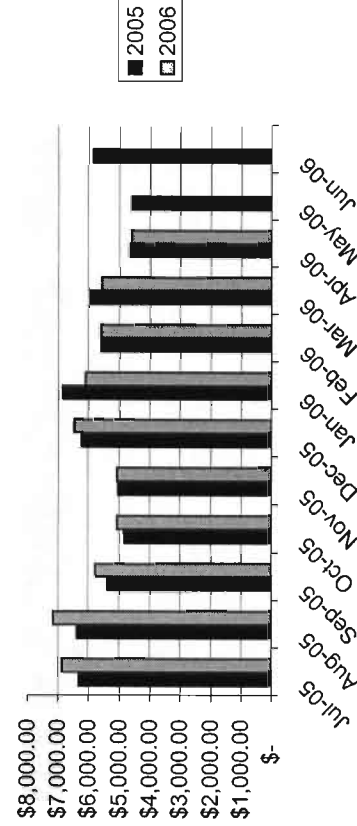
	Budget	Actual	Variance	Variance %
<b>Accumulated Demand MW</b>	117.370	117.686	0.316	0.3%
<b>Year to Date Energy MWH</b>	58,090.000	58,242.479	152.479	0.3%
<b>Year to Date Energy Cost</b>	\$4,020,774	\$4,439,792	419,018	10.4%

Through March

2005 - 2006  
Power Cost



2005 - 2006 MWH Sales



# TTD Electric Department Sales Report April 2006

Last Fiscal Year			Current Fiscal Year			Change From Last Period		
Month	Year To Date		Month	Year To Date		Month Change	Change %	YTD Change Change %
2,654	25,177		2,132	26,142		(522)	-19.7%	965 3.8%
1,514	15,193		1,538	17,231		24	1.6%	2,038 13.4%
491	5,264		485	5,300		(6)	-1.2%	36 0.7%
576	5,698		600	5,779		24	4.2%	82 1.4%
27	269		27	269		0	0.0%	0 0.0%
5,262	51,601		4,782	54,722		-480	-9.1%	3,121 6.0%

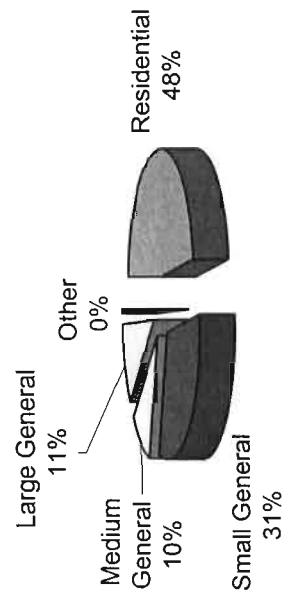
## RETAIL ENERGY SOLD (MWH) [1]:

Residential								
Small General								
Medium General								
Large General								
Other								
TOTAL MWH								

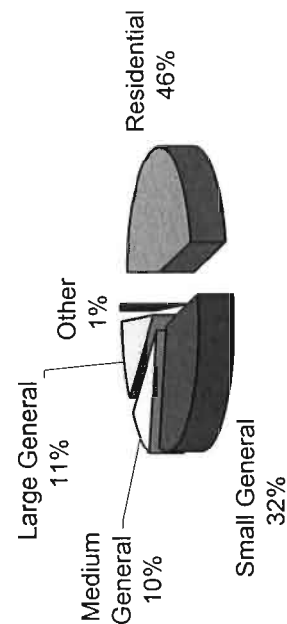
## RETAIL ELECTRIC REVENUES (\$)

Residential								
Small General								
Medium General								
Large General								
Other								
TOTAL \$								

## YTD Energy Sales



## YTD Sales \$



# **NORDEN PROJECT**

As of 5/1/06

## **Cash Basis**

	Project Total 2005	January-06	February-06	March-06	April-06	May-06	June-06	Project Total to Date
<b>CMEEC Revenue</b>	\$930,593.00	\$144,432.00		\$145,147.40	\$0.00			\$1,220,172.40
<b>CAPITAL COSTS:</b>								
Construction & Materials	(985,236.49)	0.00	695.97	2,824.80	0.00			(981,715.72)
Engineering & Environment	(526,945.33)	(2,000.00)	0.00	(2,000.00)	0.00			(530,945.33)
<b>Total Capital Costs</b>	(1,512,181.82)	(2,000.00)	695.97	824.80	0.00	0.00	0.00	(1,512,661.05)
<b>OPERATING EXPENSES</b>	(39,196.18)			(72.30)	(74.54)			(39,343.02)
<b>TOTAL Revenues/(Expenses)</b>	(\$620,785.00)	\$142,432.00	\$695.97	\$145,899.90	(\$74.54)	\$0.00	\$0.00	(\$331,831.67)

Paid through January 2006

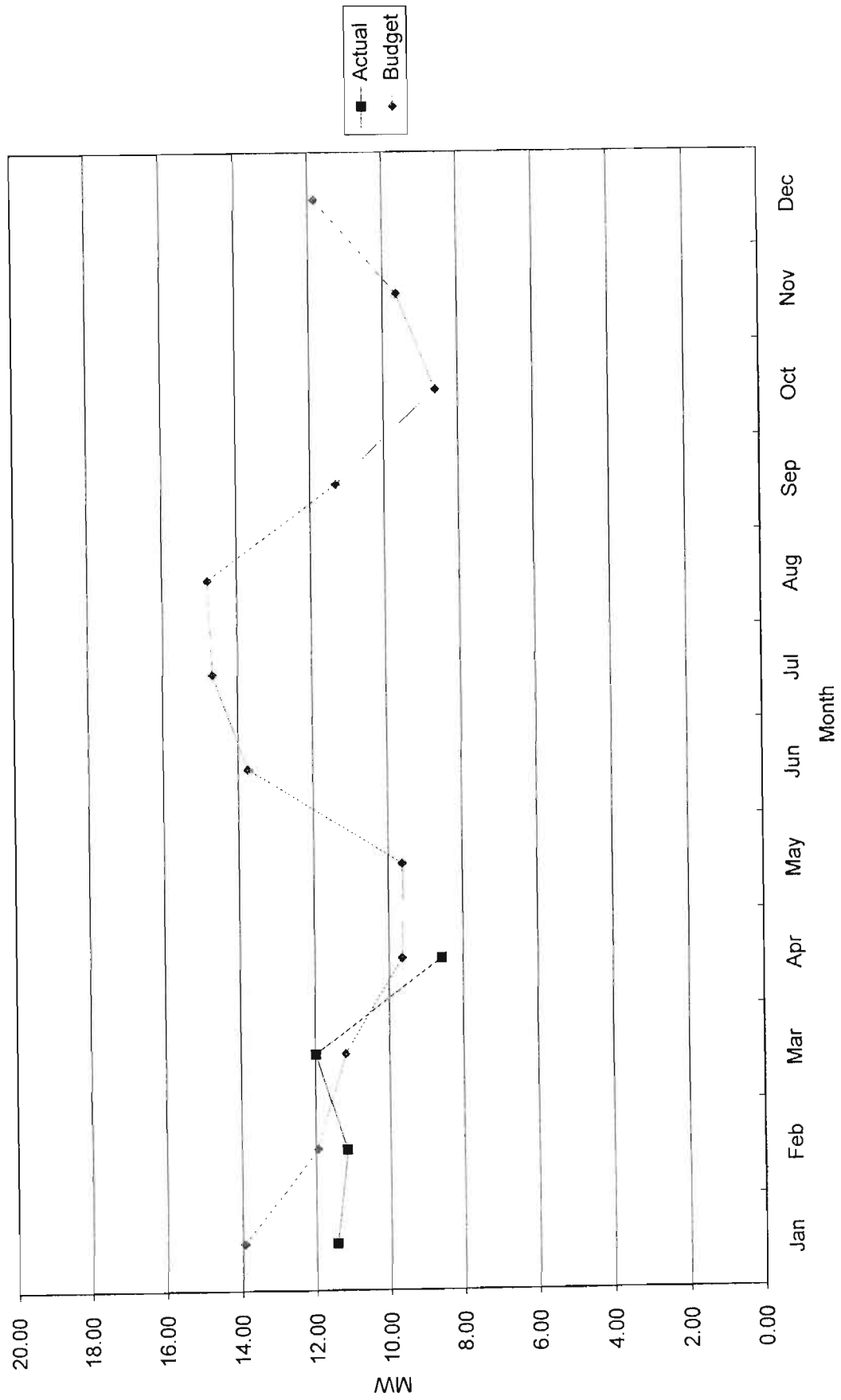


**CITY OF NORWALK, LOAD SHED PROJECT**  
**April 30, 2006**

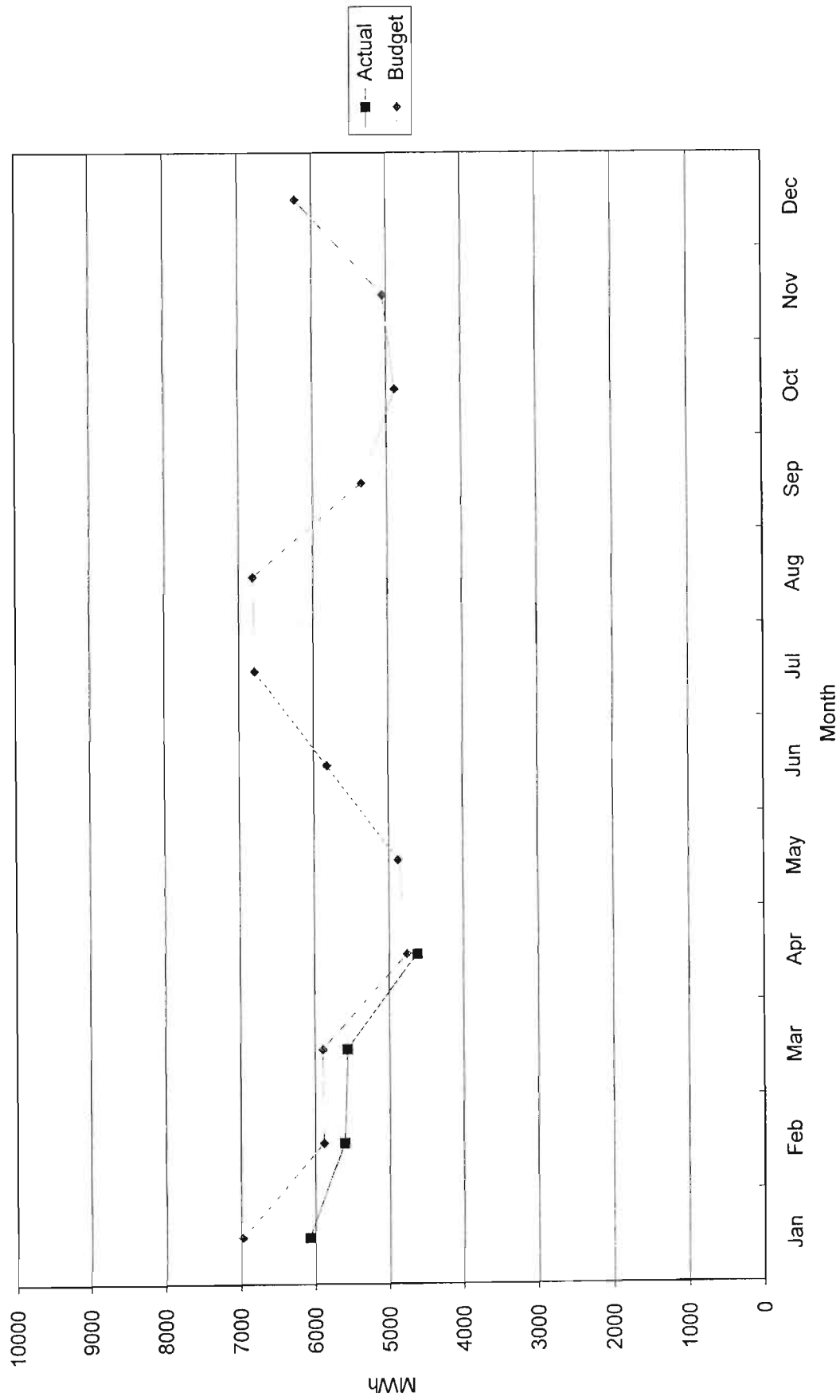
	Apr 2006	FY To Date	FY 2005	FY 2004	TOTAL To Date
Revenue from CMEEC		\$105,838.80	\$122,814.40		\$228,653.20
Less:					
Distributions to City of Norwalk	(8,100.00)	(81,000.00)	(82,206.50)		(163,206.50)
Expenses		(1,745.46)	(22,562.06)	(2,241.90)	(26,549.42)
Net	(\$8,100.00)	\$23,093.34	\$18,045.84	(\$2,241.90)	\$38,897.28

Paid through January 2006

Comparison of East Norwalk Demand  
2006



# Comparison of East Norwalk Energy 2006



# Memorandum

## Third Taxing District

### Electric Department

**To:** Commission

**From:** G. E. Leary

**Date:** May 9, 2006

**Subject:** Small Bucket Truck Bids

---

Bids for a small bucket truck were opened on April 26, 2006 with four bidders responding. A summary of the bids is attached. The bucket truck being replaced is a 1989 International, which will be traded. This replacement is budgeted for this year but the actual delivery will take approximately six months.

After review of the vehicles proposed it is recommended that the Commission **vote to purchase a Ford F-750 truck with a Versalift insulated articulated aerial device and stainless steel utility body from Interstate Truck Sales, Inc. of Hartford at a base price of \$134,229 net of trade with a budget of \$10,000 for field modifications and outfitting.**

# BUCKET TRUCK BIDS April 19, 2006

Bidder	Bucket	Truck	Exceptions	Delivery	Price
Gabrelli	PosiPlus 200-42	2007 Ford F750 XL	126" body	240 da.	\$152,225
Interstate	CUES Versalift VO-43	2007 Ford F-750	Several	150 da.	\$134,229
Nutmeg	CUES Versalift VO-43	2007 International	Several	150 da.	\$144,894
Altec	Altec	2007 Ford F-750	Several	240 da.	\$135,486

# Memorandum

## Third Taxing District

## Electric Department

**To:** Commission

**From:** G. E. Leary

**Date:** May 9, 2006

**Subject:** Meter Test Set Bids

---

Bids for a meter test set were opened on April 26, 2006 with three bidders responding. A summary of the bids is attached. Our meter tester requires replacement due to changes in meter technology and the lack of support for the existing system.

After review of the systems proposed and the optional equipment required it is recommended that the Commission **vote to purchase a Model 5800 three-phase test set from Radian Research, Inc. at a price of \$30,765.**

# METER TEST SET BIDS

## April 26, 2006

Bidder	Model		Price Components	Delivery Wks.	Total Price
WECO	2150	Single Phase	\$27,295	18	
WECO	2350	Three Phase	\$32,745+1000+1995	18	\$35,740
Megger	PZR-J120-160	Three Phase	\$23,220+1809+1105	8	\$26,134
Radian	622	Single Phase	\$19,500+1700+836+1529+1200	16	\$24,765
Radian	5800	Three Phase	25500+1700+836+1529+1200	16	\$30,765

# Memorandum

## Third Taxing District

### Electric Department

**To:** Commission

**From:** G. E. Leary

**Date:** May 9, 2006

**Subject:** Diesel Fuel Purchase

---

It is recommended that the Commission **vote to exclude the purchase of gasoline and diesel fuel from our purchasing policy.** A copy of our policy is attached. These fuels already exceed the \$5000 threshold requiring a Commission vote and may soon exceed the \$10,000 level that requires publication of a legal notice. Further, vendors will only quote the price in effect today and it often takes several days to get three prices making comparisons difficult. We will continue to comparison shop each purchase but would not need a commission vote.



Third Taxing District of the City of Norwalk  
Policy Regarding Purchases and Quotations

1. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service contract does not exceed \$2000 in total payments, no quotations or written bids shall be required. However, any such purchase, lease, or service in this Section shall require prior approval of the General Manager or Commission.
2. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$2000 but is less than \$5000, three quotes will be required and must be noted and filed accordingly. Any such purchase, lease, or service in this Section shall require prior approval of the General Manager or Commission.
3. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$5000 but is less than \$10,000 (ten-thousand dollars), three quotes will be required and must be noted and filed accordingly. Any such purchase, lease, or service in this Section shall require prior approval of the Commission.
4. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$10,000.00 (ten-thousand dollars), bid specifications will be generated and advertised at a minimum in the *Norwalk Hour*, and in additional suitable publications at the discretion of the General Manager. Subsequent to noticing the bid request as above, a reasonable attempt should be made to solicit additional bids from reputable vendors by contacting them by mail or phone. A minimum of three written bids shall be required (and must be filed accordingly). Any such purchase, lease, or service in this Section shall require prior approval of the Commission.
5. If a group of items are closely related and/or are required together for proper operation of a system (e.g., a communications system consisting of multiple two-way radios, batteries and related supplies, etc.) the group of items will be considered a single item for the purpose of this policy, unless these items are components in the electrical distribution system, in which case they will be treated as separate items.
6. Quotes and written bids must come from reputable, insured providers. Cost shall be a major factor in making sourcing decisions. Preference will be given to the lowest bidder, however other considerations include quality, service, reputation and whether or not the business is local.

Policy Name: Policy Regarding Purchases and Quotations		Page 1 of 2
Applies To: Electric		
Adopted: 1/2/02		Revised: 9/22/03, 7/26/05
P:\George\Policies\Purchase Policy 7-26-05.doc		

Third Taxing District of the City of Norwalk  
Policy Regarding Purchases and Quotations

7. "Approval by the Commission" can take place by (a) a Commission vote taken during a special or regular meeting, or (b), the specific item to be purchased or leased must be clearly identified in a budget already approved by the Commission.
8. Repairs such as vehicle or equipment repairs, where it would be impractical to get competitive prices, may be authorized by the General Manager without competitive prices.
9. The General Manager may use discretion in applying this policy for good operating reasons. For example: if an item has only one source, if standardization requires purchase from a single manufacturer, if there are less than three sources, if bidders are unresponsive etc.
10. The following outside services are exempt from this policy in the best interests of the District and Electric Department:
  - Secretarial/stenographic services
  - Computer support
  - Accounting
  - Routine engineering
  - Insurance
  - Auditing

Interpretation: Anything above \$5000 requires Commission approval; anything above \$10,000 requires three written bids and advertising.

Purchase Policy 7-26-05.doc

Policy Name: Policy Regarding Purchases and Quotations		Page 2 of 2
Applies To: Electric		
Adopted: 1/2/02		Revised: 9/22/03, 7/26/05
P:\George\Policies\Purchase Policy 7-26-05.doc		

# Memorandum

## Third Taxing District

### Electric Department

**To:** Commission

**From:** G. E. Leary

**Date:** April 12, 2006

**Subject:** Sale of Digger Truck

---

The old digger truck was advertised for sale in the newspaper and with a photo ad in the *Truck Trader*. One bid was received in the amount of \$4,500 from Bob Bloom. It is recommended that the Commission **vote to sell the old digger truck to the only bidder for \$4500.**

Third Taxing District of the City of Norwalk  
Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting  
of Results and Minutes of Regular Meetings.

CURRENT  
POLICY

It shall be TTD policy to follow the requirements of the Freedom of Information Act as  
set forth in Chapter 14 of the Connecticut General Laws.

Policy Name: Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting of Results and Minutes of Regular Meetings.		Page 1 of 1
Applies To: District		
Adopted: 12/10/01		Revised: 12/20/04, 7/26/05
P:\George\Policies\Agendas Minutes 7-26-05.doc		

Third Taxing District of the City of Norwalk  
Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting  
of Results and Minutes of Regular Meetings.

*PROPOSED POLICY*

Beginning ~~January 1, 2005~~ June 1, 2006, the following procedure will be followed for regularly scheduled Commission meetings:

1. The Commission Chairman, or his/her designee, will make a reasonable attempt to solicit agenda items from all other District Commissioners, the District Treasurer, and Electrical Department General Manager approximately one week prior to a Commission meeting.
2. Agenda items, together with appropriate backup material, must be submitted ~~in duplicate~~ to the Chairman and District Clerk at least ~~three~~ four full business days prior to the meeting (e.g., no later than 5:00 p.m. on the ~~Wednesday~~ Tuesday preceding a regular Monday meeting), in order to be placed on that meeting's agenda.
3. Chairman, or his/her designee, will prepare agenda, including agenda items timely submitted from any Commissioner, the Treasurer, and the Electric Department General Manager. Keeping in mind that the Commission is a policy making body, items submitted for the agenda should lead to a discussion and ultimately a Commission vote at a policy level.
4. The agenda, with appropriate backup and discussion materials, will be provided by the Chairman or his/her designee to District Clerk, all Commissioners, and Treasurer at least two full business days prior to a Commission meeting i.e. Friday before a Monday meeting.
5. At least two full business days prior to a Commission meeting the District Clerk will post the agenda at the Third Taxing District offices on Second Street, and on the Third Taxing District Web Site at www.ttd.gov. ~~Notice will also be posted~~ The posted agenda will note that any appropriate backup material will be available at the TTD office two days one day prior to the meeting, on the website and at the meeting itself.
6. The District Clerk will maintain a list of people requesting to be sent meeting agendas by email and will email agendas to those people at the time the agenda is posted.
7. The District Clerk will maintain a list of people requesting to be sent meeting backup material by email and will email backup material to those people at the time it is sent to Commissioners.
6. Within two days after a regular meeting, the District Clerk shall post at the District Office on Second Street, a record of the actions taken on each of the agenda items (for example, the votes cast by each commissioner on each item that was voted on, a notation if an item was tabled, and a notation if an item was discussed but not voted on.
7. Within seven days after a regular meeting, the District Clerk shall post at the District Office, on Second Street, a draft version of the full minutes of that meeting.
8. Nothing contained in this procedure will be a legal requirement imposed on the District, and any agenda properly filed in accordance with the Freedom of Information Act (ch 14, CGS) shall be lawful for all purposes notwithstanding any failure

Policy Name: Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting of Results and Minutes of Regular Meetings.		Page - 1 -
Applies To: District		
12/10/01 Adopted		12/20/04 Revised
P:\George\Policies\Agendas Minutes Draft 5-11-06.doc		P:\George\Policies\Agendas Minutes 12-20-04 old.doc

Third Taxing District of the City of Norwalk  
Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting  
of Results and Minutes of Regular Meetings.  
of the District to also comply with any or all of the directions in items (1) (2) (3) (4) (5)  
or (6) above, which serve as policy guidelines to the Commission.

Policy Name: Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting of Results and Minutes of Regular Meetings.		Page - 2 -
Applies To: District		
12/10/01 Adopted	12/20/04 Revised	
P:\George\Policies\Agendas Minutes Draft 5-11- 06.docP:\George\Policies\Agendas Minutes 12-20-04 old.doc		

Third Taxing District of the City of Norwalk  
Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting  
of Results and Minutes of Regular Meetings.

OLD Policy

Beginning January 1, 2005, the following procedure will be followed for regularly scheduled Commission meetings:

1. The Commission Chairman, or his/her designee, will make a reasonable attempt to solicit agenda items from all other District Commissioners, the District Treasurer, and Electrical Department General Manager approximately one week prior to a Commission meeting.
2. Agenda items, together with appropriate backup material, must be submitted in duplicate to the Chairman and District Clerk at least three full business days prior to the meeting (e.g., no later than 5:00 p.m. on the Wednesday preceding a regular Monday meeting), in order to be placed on that meeting's agenda.
3. Chairman, or his/her designee, will prepare agenda, including agenda items timely submitted from any Commissioner, the Treasurer, and the Electric Department General Manager. Keeping in mind that the Commission is a policy making body, items submitted for the agenda should lead to a discussion and ultimately a Commission vote at a policy level.
4. The agenda, with appropriate backup and discussion materials, will be provided by the Chairman or his/her designee to District Clerk, all Commissioners, and Treasurer at least two full business days prior to a Commission meeting.
5. At least two full business days prior to a Commission meeting the District Clerk will post the agenda at the Third Taxing District offices on Second Street, and on the Third Taxing District Web Site at [www.ttd.gov](http://www.ttd.gov). Notice will also be posted that any appropriate backup material will be available at the TTD office two days prior to the meeting and at the meeting itself.
6. Within two days after a regular meeting, the District Clerk shall post at the District Office on Second Street, a record of the actions taken on each of the agenda items (for example, the votes cast by each commissioner on each item that was voted on, a notation if an item was tabled, and a notation if an item was discussed but not voted on.
7. Within seven days after a regular meeting, the District Clerk shall post at the District Office, on Second Street, a draft version of the full minutes of that meeting.
8. Nothing contained in this procedure will be a legal requirement imposed on the District, and any agenda properly filed in accordance with the Freedom of Information Act (ch 14, CGS) shall be lawful for all purposes notwithstanding any failure of the District to also comply with any or all of the directions in items (1) (2) (3) (4) (5) or (6) above, which serve as policy guidelines to the Commission.

Policy Name: Policy Regarding Creation and Posting of Agendas for Regular Meetings, and the Posting of Results and Minutes of Regular Meetings.		Page - 1 -
Applies To: District		
12/10/01 Adopted		12/20/04 Revised
P:\George\Policies\Agendas Minutes 12-20-04 old.doc		

Item	Description & Form	Equivalent Typed Content Length	Content Point	Target Date
<b>District Section (this is the governmental body that oversees the municipal electric utility) (Main Bookmark / Tab)</b>				
<b>Include a box to put announcements (e.g., a box with scrolling text)</b>				
History & Overview	Text and photos, several pages, with subsections: -History of District -Current activities (allude to Charter as needed) -Municipal power overview and District relationship with Electrical Department	Three pages plus photos		
Who We Are/Your Officials	Bio w/photo and contact info, email link for each elected official and Clerk (one to two paragraphs for each): -David L. Brown (Commissioner) -Paul S. Coggin, MBA, PE (Commissioner) -Timothy Plunkett (Commissioner) -Connie Discala (Treasurer) -Ron Scofield (Clerk)	Five pages		
Chairman's Message/Welcome	Brief text statement (one to two paragraphs)	One page		
Contact Us	-Contact info for District office (address, phone number, fax number and email). -Also include map and driving/parking directions (D/P) -Repeat contact info for elected officials and email links	One page plus directions/map		
Upcoming Meetings	-List of all meetings scheduled for the year (D/P) -Meeting announcement for next meeting coming up (D/P) -Materials for next meeting coming up (D/P)	One page with links to view/download		
Past Meetings	-List of all meetings (special & regular) for past three years including the final/approved minutes (D/P) -Code it so that future meetings and minutes can be easily added	Several pages (table with two columns with links)		
Annual Elector's Meeting	-Brief description of purpose of meeting under charter. -Include a link to the annual report presented to Electors by Commission (a PDF of the PowerPoint file) (D/P). -Separately, include a link to a PDF copy of District budget as-approved by Electors (D/P).	One page		
Audit	-Include a link somewhere to a PDF copy of the audit (D/P).			
Newsletters	All newsletters for the past three years (D/P)	Several pages for list		
Press Releases	All press releases for the past three years (D/P) Code website so that future press releases can be easily added	One to two pages for list		



Norwalk Links	Text and hyperlinks to the community (e.g., Library, ENNA, ENIA, City's website, Clean and Green, etc.)	One page with links	
FAQs	Frequently asked questions – perhaps 10 to 15 of them	Two pages	
Question/Polling	A spot for a survey of the month – like yahoo finance or foxnews.	Pop-up window	
Bid Specifications for Vendors	A place where we can post RFPs and bid specs for construction and related projects as well as service contracts (D/P)	One page with links to bid specs / RFPs	
<b>TTD Electric Department Section (Main Bookmark)</b>			
<b>Include a box to put announcements (e.g., a box with scrolling text)</b>			
Overview / About Us	<p>Overview of municipal power (can be same text as in District)</p> <p>Overview of the services provided by TTD to customers.</p> <p>Overview of the organization.</p> <p>Our partners (one paragraph for each of CMEEC, APPA, NEPPA – include links to them also)</p> <p>Link to the FAQs</p> <p>Include photo of office and a group photo of the employees.</p>	Three pages plus photos	
Resources	<p>-Copy of billing/customer policy, including policy with respect to security deposits and non-payment/shut-off.</p> <p>-Downloadable form to initiate service (fill out, sign and mail in)*</p> <p>-Safety hints regarding the following (used approved materials from industry peers as appropriate and with their permission, e.g., Digsafe, don't handle downed wires, etc.)</p> <p>-Links to electrical resources</p>	Several pages plus placeholders for forms	
Manage Your Account (quote this functionality separately, since it may become a phase 2 item)	<p>Functionality for the following:</p> <p>-Update credit card information (e.g., expiration date)</p> <p>-Process a one-time credit card payment</p> <p>-Sign-up for recurring automatic credit-card bill payment</p> <p>-Sign-up for recurring automatic bank account debit</p> <p>-Request new service (downloadable form that must be signed)</p>	Secure functionality With minimum 128 bit encryption or current standard	
Bid Specifications for Vendors	A place where we can post RFPs and bid specs for construction and related projects as well as service contracts (D/P)	One page with links to bid specs / RFPs	
Contact Us	Contact info and email links for key employees	One page	
FAQs	Frequently asked questions – perhaps 10 to 15 of them	Two pages	

Notes:

1. Simple, brochure-style website, 25-30 pages total.
2. All logos and core text content for web pages will be provided by District/Electrical Department, however a web page "frame and background" will need to be designed.
3. When providing your proposal, please break-out the cost as follows:
  - Development of web pages including stylistic template, look and feel, navigation, but exclusive of Elec Dept functionality (e.g., bill-pay).
  - Since the development of bill-payment and credit card functionality for Electrical Department may be considered as phase 2 option, please price this out separately.
  - Cost of stock photography, if needed.
  - Cost of uploading the entire application to the hosting provider.
4. D/P means the item(s) need to be downloadable (D) and printable (P), for example, as a PDF file. Also means these items need to be set up so that the content can be easily swapped out, removed or added to by internal TTD staff. For example, we have monthly meetings, and as a governmental agency we are required to post our agendas in advance. We want it to be easy for the Clerk to post new agendas as they come up. The old agendas, and the minutes from the meetings, should stay up on the website in an archive page, so that members of the public can retrieve this information, should they wish.
5. See [www.ttd.gov](http://www.ttd.gov) which is the old/existing site. Examples of sites that are consistent with what we are trying to achieve:
6. Animation (e.g., Flash) is not required.
7. TTD contact persons for this project: Commissioner Paul Coggin 203-829-4902 (mobile) or via email ([coggin@attglobal.net](mailto:coggin@attglobal.net))

Third Taxing District of the City of Norwalk  
Policy Pertaining to Creation and Approval of Monthly Newsletter.

Prior to the printing and distribution of any District-sponsored newsletter, all Commissioners, the District Treasurer, the District Clerk and the General Manager of the Electrical Department will be provided reasonable opportunity to contribute to such newsletter and to review it before it is published. It is anticipated that the Commission will designate an editor to manage the process below, and that the following guidelines will be followed:

- (a) Solicitation for newsletter content to occur on or about the 1st day of the month.
- (b) Content to be provided to editor on or about the 5th day of the month.
- (c) Internal circulation of 1st draft by editor on or about the 9th day of the month.
- (d) Comments on 1st draft submitted to editor by approximately the 13th of the month.
- (e) Circulation of final copy by editor on or about the 17th of the month.
- (f) Publication of final copy (i.e., insertion into electrical bills) beginning on or about the 2nd day of the month.

Notes:

- (1) The dates noted above are approximate and are guidelines, and are intended to convey the spirit of this policy.
- (2) Because a formal Commission vote is specifically not required to approve District newsletters and the content thereof, communication among Commissioners for the purpose of preparing and publishing such newsletter is not expected to be subject to FOIA constraints.
- (3) It is anticipated but not required that the Commission will designate an editor on a rotating basis, for example designating one person to serve as editor for the February, March and April newsletters, and then designating another person as editor for the May, June, July newsletters, etc.
- (4) At any time the Commission reserves the right to call a special meeting as it sees fit to discuss the content of the newsletter, for example in the event there is material deemed contentious or objectionable in the final copy.

Policy Name: Policy Pertaining to Creation and Approval of Monthly Newsletter		Page - 1 -
Applies To: District		
1/22/02	Adopted	
5/5/03	Revised	
P:\George\Policies\Newsletter 5-5-03.doc		